

64-10  
Part 37  
Broughton  
31 Mar 2000



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRIBUTION

19 JUL 96

FROM: SAF/AQX  
1060 Air Force Pentagon  
Washington DC 20330-1060

SUBJECT: Air Force Advisory and Assistance Services (A&AS) Interim Policy Letter

The Air Force Director for Advisory and Assistance Services (A&AS) hereby releases interim policy for use by Air Force organizations in managing their A&AS programs and contract actions.

The updated policy is required primarily as a result of the Federal Acquisition Circular (FAC) 90-33 which updated the Federal Acquisition Regulation effective 1 Oct 95. Although this interim policy letter uses a variety of source documents, it implements a revised draft of the Department of Defense Directive 4205.2, entitled "Acquiring and Managing Advisory and Assistance Services".

This policy letter supersedes all previous versions of A&AS policy, including the updated interim policy, dated 21 May 96. The purpose of this interim policy is to provide important guidance in advance of the formal release of DoDD 4205.2 as well as accompanying Air Force Policy Directive 63-4 and Air Force Instruction 63-401.

You may notice some differences between the requirements of this interim policy and previous A&AS policy documents. Most changes were made as a direct result of changes in the law and Federal Acquisition Regulation. The definition of A&AS has been broadened to include programs which were previously exempt. Some of these include: classified programs, privatization programs, and Defense Environmental Restoration Account (DERA) programs.

An important feature of the interim policy is the delegation authority and responsibility that it provides for A&AS approval. Effective immediately, all A&AS determination decision requests should be processed in accordance with the attached delegation guidance and only forwarded to SAF/AQX if they equal or exceed \$100 million.

2000-3-0

We request that Air Force organizations below the MAJCOM level address their questions directly to their MAJCOM headquarters and that the MAJCOM headquarters act as intermediaries with SAF/AQX for policy implementation questions. MAJCOM Headquarters representatives with questions should contact Ms Sarah Beth Chastain or Lt Col Brian Harrington in SAF/AQXD at (703) 697-2343; DSN: 227-2343 or (703) 695-8719; DSN 225-8719.

/signed/

Blaise J. Durante

Air Force A&AS Director

Dep Asst Sec (Mgt Policy & Program Integration)

Assistant Secretary of the Air Force (Acquisition)

2 Atchs

1. Distribution List
2. A&AS Interim Policy



**DEPARTMENT OF THE AIR FORCE**  
**WASHINGTON DC**

OFFICE OF THE ASSISTANT SECRETARY

26 AUG 1996

**MEMORANDUM FOR DISTRIBUTION**

**FROM: SAF/AQX**  
1060 Air Force Pentagon  
Washington DC 20330-1060

**SUBJECT: Air Force Advisory and Assistance Services (A&AS) Interim Policy Letter  
Amendment**

Attached is an amendment to the Advisory and Assistance Services (A&AS) interim policy (SAF/AQX Ltr, 19 Jul 96) for use by Air Force organizations in managing their A&AS programs and contract actions. This amendment provides further clarification in areas which include: the definition of "Requiring Activity", the requirements for searching for in-house (government) personnel for general A&AS support, and approval authorities for A&AS Determination/Decision Documents. It also provides clarification on definitions and exemptions related to Defense Environmental Restoration Account (DERA) and Base Realignment and Closure (BRAC) funded contract actions.

We request that Air Force organizations below the MAJCOM level address their questions directly to their MAJCOM headquarters. MAJCOM headquarters representatives with questions should contact Ms Sarah Beth Chastain or Lt Col Brian Harrington in SAF/AQXD at (703) 697-2343; DSN: 227-2343 or (703) 695-8719; DSN 225-8719.

/signed/  
Blaise J. Durante  
Air Force A&AS Director  
Dep Asst Sec (Mgt Policy & Program Integration)  
Assistant Secretary of the Air Force (Acquisition)

2 Atchs

1. Distribution List
2. A&AS Interim Policy Amendment (incorporated with original)

## Attachment 1

Physical distribution of the Air Force Advisory and Assistance Services (A&AS) Interim Policy Letter and amendment 1 were made to:

### DISTRIBUTION LIST

#### MAJCOMS

AFMC/CC  
AFSPC/CC  
AETC/CC  
AMC/CC  
ACC/CC  
AFSOC/CC  
PACAF/CC  
USAFE/CC  
AFRES/CC  
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AFFREQMGTA/CC  
AFHRA/CC  
AFIA/CC  
AFLSA/CC  
AFMEA/CC  
AFPC/CC  
AFSVA/CC  
AFNEWS/CC  
AFMSA/CC  
AFOSI/CC  
AFPEO  
AFRBA/CC  
AFSA/CC  
AFSPA/CC  
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AFMOA/CC  
AFREA/CC  
AFLMA/CC  
AFDC/CC  
AFPOA/CC

#### DRUs

AFOTEC/CC  
11WG/CC  
USAFA/CC

#### OTHER & INFO

SAF/AQCP  
SAF/FMBIM  
AFMC/PK/PKPA  
AFMC/DR/DRMP  
AFMC/FM/FMBA  
ESC/ENK  
SMC/PKR  
SMC/PKOM  
ASC/PKC  
ASC/CDS  
AFSPC/XPA  
ACC CPS/XR

Attachment 2

**AIR FORCE  
ADVISORY AND ASSISTANCE SERVICES (A&AS)  
INTERIM POLICY**

This interim policy letter provides essential procedural requirements for acquiring and using Advisory and Assistance Services (A&AS) within the United States Air Force. It implements, on an interim basis, the intent of the latest draft version of DoDD 4205.2, "Acquiring and Managing Advisory and Assistance Services" (A&AS), until DoDD 4205.2 is finalized and a complete revision of AFPD 63-4 and AFI 63-401 is published. In addition, this document provides formal delegation authority based on the dollar value of the A&AS acquisition.

This interim policy letter officially notifies Air Force field activities that the Deputy Assistant Secretary for Management Policy & Program Integration (SAF/AQX) is the Air Force A&AS Director.

This policy is active upon signature. If you have any questions, please contact:

SAF/AQXD  
1060 Air Force Pentagon  
(Room 4D260)  
Washington, DC 20330-1060

Telephone: (703) 697-2343 or DSN 227-2343.

**A. SCOPE:**

This interim policy applies to all Major Commands (MAJCOMs), Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) that contract for A&AS to include System Engineering and Technical Assistance contracts and Federally Funded Research and Development Centers (FFRDCs).

**B. ADVISORY AND ASSISTANCE SERVICES (A&AS) [Definition]:**

(See Appendix 1)

**C. A&AS EXEMPTIONS:**

(See Appendix 2.)

#### **D. ADVISORY AND ASSISTANCE SERVICES CATEGORIES:**

The three categories of A&AS are as follows. Detailed definitions of each category may be found in Appendix 1.

- a. Management and Professional Support Services
- b. Studies, Analyses, and Evaluations
- c. Engineering and Technical Services

#### **E. POLICY:**

It is Air Force policy that:

1. The acquisition of A&AS is a legitimate way to support AF missions and operations. Accordingly, A&AS may be used at all organizational levels to help managers achieve maximum effectiveness or economy to meet mission requirements.

2. A&AS shall not be:

- a. Used to perform inherently governmental functions as described in OFPP Policy Letter 92-1 and FAR section 7.501.
- b. Used to bypass or undermine personnel ceilings, pay limitations, or competitive employment procedures.
- c. Awarded on a preferential basis to former Government employees.
- d. Used under any circumstances specifically to aid in influencing or enacting legislation.
- e. Obtained through assistance instruments (such as grants, cooperative agreements, and "other transactions").

#### **F. PROCEDURES FOR USING A&AS:**

A&AS Resources may be used only when in-house capability is not readily available by borrowing or hiring in time to meet the needs of the AF requiring activity.

In order to use A&AS, the following steps must be completed and documented on the Determination/Decision Document (DDD) (See Appendix 3 for details on preparing the DDD):

1. Determine if A&AS resources will be used for: (a) general advice and assistance or (b) support of initial contract award proposal evaluation and analysis (ICAPEA). [Appendix 3, Section 1]
  
2. Determine in-house capability to meet requirement: [Appendix 3, Section 2]
  - a. For general A&AS support, the requiring organization must search for in-house capabilities within the Air Force, but is not limited from contacting other known sources outside of the Air Force.
  
  - b. For A&AS to be used in support of ICAPEA, the requiring organization must search for in-house capability within the Air Force and one other outside agency (e.g. Army, Navy, NASA). **NOTE: Federally Funded Research and Development Centers (FFRDCs) are exempted from this detailed query requirement when they are involved in ICAPEA.**
  
3. If resources in-house are available, then conduct a cost comparison between in-house resources and the cost of contractor resources. [Appendix 3, Section 3] (Tables used during the Cost Comparison process are in Appendix 5.)
  
4. If no in-house resources are identified as capable and available, then submit the DDD for approval to the appropriate authority and continue the contract action. [Appendix 4]
  
5. Each requiring activity is responsible for tracking and reporting A&AS usage in terms of obligations and man-year equivalents purchased. [Appendix 6]

**NOTE: Every A&AS action must have a completed and approved DDD in the contract file. (To include additional certifications outlined in Section 4 of the DDD).**

#### **G. DELEGATION OF APPROVAL AUTHORITY:**

This document serves as formal delegation of authority based on the dollar levels listed in Appendix 4.

## APPENDICES

- Appendix 1: A&AS Definitions
- Appendix 2: A&AS Exemptions
- Appendix 3: Requirements for Determination/Decision Document
  - Section 1 A&AS Requirement Description
  - Section 2 Details for Searching for Availability of In-House Resources
  - Section 3 Details for Conducting Cost Comparisons
  - Section 4 Additional Certifications
- Appendix 4: Delegation of Approval Authority
- Appendix 5: Tables for Use in Cost Comparison Process
- Appendix 6: Reporting A&AS and Developing Management Plans
  - includes Sample Format for A&AS Resources Management Plan

## APPENDIX 1

### DEFINITIONS

1. Advisory and Assistance Services (A&AS). Services acquired by contract from non-governmental sources to support or improve organization policy development, decision making, management and administration, support program and/or project management and administration; provide management and support services for research and development (R&D) activities; provide engineering and technical support services; or improve the effectiveness of management processes or procedures. Such services may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and technical support.
2. A&AS Contract Action. Any written action obligating or de-obligating funds for procuring advisory and assistance services to meet DoD requirements to include definitive contracts, letter contracts, purchase orders, job orders, task orders, other orders against existing contracts and contract modifications, change orders or agreements, supplemental agreements, option exercises and notices of termination or cancellation.
3. A&AS Management Plan. The document maintained at the requiring activity and MAJCOM that identifies projected and ongoing A&AS actions.
4. Contracted Services. Services that directly engage the time and effort of a contractor to perform an identifiable task rather than furnish an end item of supply. Includes separately identified services performed under a contract when the primary purpose is to provide supplies, equipment, or hardware.
5. Direct Reporting Unit (DRU). A subdivision of the Air Force directly subordinate to the Chief of Staff, US Air Force. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM. [The Air Force Academy is one such example.]
6. Engineering and Technical Services. Services used to support the system program office or manager during the acquisition cycle by providing such services as systems engineering and technical assistance (FAR 9.505-1(B)) to ensure the effective operation and maintenance of a weapon system or major system as

defined in OMB Circular A-109 or to provide direct support of a weapon system that is essential to R&D, production, or maintenance of the system. Examples include, but are not limited to: determining system performance specifications; identifying and resolving interface problems; developing test requirements; evaluating test data and overseeing test design; developing work statements, determining parameters, overseeing other contractors operations and resolving technical controversies. Also services of contractor technical representatives providing assistance and training necessary to maintain and operate fielded systems, equipment and components (included software when applicable) at design or required levels of effectiveness.

7. Field Operating Agency (FOA). A subdivision of the Air Force directly subordinate to a Headquarters U.S. Air Force functional manager. The FOA performs specialized field activities beyond the scope of any MAJCOM. [The Air Force Cost Analysis Agency (AFCAA) is an example of an FOA.]

8. Functional Process Resource Owner. The organization charged with providing resources for a mission. [The AFMC Engineering Functional Home Office is required to provide System Program Offices with Engineering support; they would be the Functional Process Resource Owner. In most operational commands, the requiring activity would be the office responsible for requesting A&AS support.]

9. Inherently Governmental Functions. This is a function that is so intimately related to the public interest as to mandate performance by Government employees. These functions include those activities that require either the exercise of discretion in applying Government authority or the making of value judgments in making decisions for the Government. Governmental functions normally fall into two categories: (1) The act of governing, i.e., the discretionary exercise of Government authority, and (2) monetary transactions and entitlements.

An inherently governmental function involves, among other things, the interpretation and execution of the laws of the United States so as to:

(a) Bind the United States to take or not to take some action by contract, policy, regulation, authorization, order or otherwise;

(b) Determine, protect, and advance its economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise;

(c) Significantly affect the life, liberty, or property of private persons;

(d) Commission, appoint, direct, or control officers or employees of the United States; or

(e) Exert ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of appropriated and other Federal funds.

10. In-House Personnel. Federal Government personnel within any military service or agency of the Department of Defense.

11. Initial Contract Award. Any new contract resulting from source selection or other negotiated acquisitions. Excludes modifications, definitizations, and exercise of options under existing contracts as well as one and two-step sealed bid and downselection portions of rolling downselection processes.

12. Initial Contract Award Proposal Evaluations and Analyses (ICAPEA). Updated FAR paragraphs 37.203 and 37.204 place special emphasis and requirements on querying the Federal Government for available personnel prior to using A&AS contractors for ICAPEA support.

13. MAJCOM Direct Reporting Unit (MAJCOM DRU). A subdivision of a MAJCOM that reports directly to the MAJCOM commander. The MAJCOM DRU performs a mission that does not fit into any of the MAJCOM's primary subordinate units. [The Joint Logistics Support Center is an example of an AFMC DRU.]

14. MAJCOM Field Operating Agency (FOA). A subdivision of the Air Force directly subordinate to a MAJCOM functional manager. The FOA performs specialized field activities beyond the scope of any MAJCOM. [The AFMC Law Office is an AFMC FOA that reports to AFMC/JA.]

15. Management and Professional Support Services. Services that provide assistance, advice, or training for the efficient and effective management and operation of organizations, activities (including management, scientific and engineering support for R&D activities) or systems. These services are normally closely related to the basic responsibilities and mission of the agency contracting for the services. Includes efforts that support or contribute to improved organization or program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, auditing, and administrative/technical support for conferences and training programs. Also includes services to

review and assess existing managerial policies and organizations; develop alternative procedures, organizations, and policies; and to examine alternative applications and adaptations of existing or developing technologies.

16. Man-year Equivalent or Contract Man-year Equivalent (CME). For FFRDCs, this number is the same as a Staff-year of Technical Effort (STE). For other A&AS contracts, the man-year equivalent equals 1810 hours of effort to produce required services.

17. Requiring Activity. The organization which desires to use the A&AS services to assist in accomplishing its mission. (e.g. System Program Office desiring A&AS financial, engineering, or configuration support services). It is the requiring activity that is responsible for completing the DDD.

18. Studies, Analyses and Evaluations. Services that provide organized analytic assessments/evaluations in support of policy development, decision-making, management or administration. Includes studies in support of R&D activities. Also includes contractor support for models, methodologies, and related software supporting studies, analyses or evaluations. Examples include, but are not limited to: cost benefit or effectiveness analyses of concepts, plans, tactics, forces, systems, policies, personnel management methods and programs; studies specifying the application of information technology and other information resources to support mission and objectives; technology assessments and management and operations research studies in support of research, development, test, and evaluation (RDT&E) objectives; evaluation of foreign force and equipment capabilities, foreign threats, net assessments and geopolitical subjects; analyses of material, personnel, logistics and management systems; and environmental impact statements.

## APPENDIX 2

### A&AS EXEMPTIONS

Note: There are two groups of A&AS exemptions. The first provides exemptions from preparing Determination/Decision Documents (DDD)s and reporting A&AS expenditures. The second provides an exemption solely from reporting A&AS expenditures.

**Group 1. The following are the only kinds of A&AS activities that are exempted from (a) preparing Determination/Decision Documents (DDD)s AND (b) reporting A&AS expenditures:**

1. Activities that are reviewed and/or acquired in accordance with the OMB Circular A-76.
2. Architectural and engineering services for construction and construction management services procured in accordance with FAR Part 36.
3. Routine ADP and telecommunications services (such as standard maintenance or help desk services) unless they are an integral part of advisory and assistance services contracts; routine administrative services; printing services; and direct advertising (media services).
4. Basic operation and management contracts for Government-owned, contractor-operated facilities (GOCOs) (e.g., the Holston Army Ammunition Plant in Kingsport, TN.) Any contract action meeting the A&AS definition and procured under the GOCO basic contract, shall come under the purview of this Directive.
5. Clinical and medical services for direct healthcare.
6. Research on theoretical mathematics and basic medical, biological, physical, social, psychological, or other phenomena.
7. Training obtained for individual professional development.
8. Auctioneers, realty-brokers, appraisers, and surveyors.

**Group 2. The following A&AS activities are exempted solely from reporting A&AS expenditures, but must meet the Federal Acquisition Regulation requirements for A&AS contracts and have a prepared DDD:**

1. Services supporting the policy development, management, and administration of the Foreign Military Sales Program that are not paid for with funds appropriated by the U.S. Congress. (Includes A&AS funded with appropriated funds and reimbursed by the foreign customer.)
2. Defense Environmental Restoration Account (DERA).

## APPENDIX 3

### DETERMINATION/DECISION DOCUMENT (DDD) REQUIREMENTS

The paragraphs below outline the requirements of the different sections of the DDD. The DDD should be processed for approval in accordance with the delegation and approval levels outlined in Appendix 4.

**Section 1: A&AS Requirement Description: In this section include the following:**

- I. A short description of the requirement
- II. The number of A&AS in terms of Man-Year Equivalents (See Appendix 1: Definitions)
- III. Types of skills needed (e.g. grade, series, step level if in-house resource would be used and anticipated title, level, experience required from an A&AS contractor)
- IV. Period of Performance (Duration of Requirement)

**Section 2: Availability of In-House Personnel: In this section the requiring organization must determine the availability of in-house personnel. The requiring activity, prepares the A&AS DDD and shall determine whether queries shall be made at the task level or the contract level, based on which is more reasonable for the acquisition. The requiring activity may choose to query for each task order rather than the entire contract; if this is done, the requiring activity will perform a general search (which is less detailed than the ICAPEA query process) to ensure that releasing the RFP for the contract is still cost effective and reasonable. In all cases this search for in-house personnel must be thoroughly documented.**

For the purposes of this section it makes a difference how the A&AS resources are to be used. The search requirement for availability of in-house personnel prior to using A&AS in support of initial contract award proposal evaluations and analyses (ICAPEA) is more stringent than the search requirement for in-house personnel prior to using A&AS for non-ICAPEA support. Therefore, in this section, the requiring organization must determine if the A&AS requirement is for ICAPEA or other support services. If the work is in support of ICAPEA, then use paragraph (a) below; if the work is in support of other tasks, then use paragraph (b) below:

(a) Querying procedures for ICAPEA must be more detailed as directed in the Federal Acquisition Streamlining Act of 1994 (FASA), Section 23 and as implemented in the FAR sections 7.103(o) and 37.203/204/205 by FAC 90-33 dated 1 Oct 95. In order to comply with this legislation, a query must be conducted by the **requiring organization** (or the functional process resource owner) **to ensure that personnel with adequate skills and capabilities are not readily available within DoD and associated organizations.** Therefore, the **requiring organization** (or functional process resource owner), after querying within the Air Force, **must contact at least one other Federal Agency outside of the Air Force.** (For this purpose, other military services/agencies are considered "Federal Agencies"). The requiring activity should contact another Federal Agency most likely to employ the skills necessary to support the required ICAPEA prior to releasing the Request For Proposal (RFP).

(b) Conduct a general query to ensure that personnel are not readily available within the requiring organization and the requiring organization's MAJCOM.

Note: For A&AS contracts (or task orders) issued prior to the update of the FAR through FAC 90-33 and/or release of this interim policy, a DDD is required if the requiring activity desires to:

- undertake a contract action (such as a contract extension) and/or
- use A&AS Contractors for ICAPEA

[The DDD can be accomplished at the contract level, task order level, or on a case-by-case basis.]

**Section 3: Cost Comparison: This section must be completed if in-house personnel are identified in Section 2 and the requirement is estimated to be equal to or over \$100,000. To perform the cost comparison:**

- (a) estimate the cost of performing the requirement with contractor personnel based on the information provided in Section 1.
- (b) develop the government estimate using in-house composite rates for military and civilian employees. (See AFI 65-503, Composite Rate Tables attached in Appendix 5 for convenience.)

APPENDIX 4

DELEGATION  
FOR  
SELECTION OF APPROPRIATE APPROVAL AUTHORITY

The following dollar thresholds should be used to select the appropriate approval authority. For new A&AS contracts, dollar thresholds should be chosen based on the estimated value of the total A&AS requirement (to include options), for the initial contract award. Task order approvals will be based on the estimated task order value. When determining thresholds prior to using A&AS contractors for ICAPEA, use the estimated dollar value of the A&AS contractor's services during the ICAPEA and not the estimated value of the weapon system contract or the total value of the A&AS contract or task order. This approving authority is responsible for signing the A&AS DDD, thereby approving and certifying all requirements, determinations, and decisions.

<u>Office/Organization</u>	<u>Threshold Level</u>
1. Requiring Organization	Less than \$250,000
2A. For all organizations except Air Force Materiel Command (AFMC):	
Wing Commanders. (Unless the Wing Commander is an O-6 not filling a GO authorization, then forward to the first SES or GO in the reporting chain) Wing/CC may delegate approval authority but not below the Senior Executive Service (SES) or General Officer rank	\$250,000 to \$49,999,999
2B. For AFMC:	
Center Commanders. Center Commanders may delegate downward, but not below the SES or GO rank.	\$250,000 to \$49,999,999
3. MAJCOM Two Letter that has been designated as MAJCOM/FOA/DRU A&AS Director (e.g. AFMC/DR, etc.)	\$50,000,000 to \$99,999,999
4. SAF/AQX (AF A&AS Director)	\$100,000,000 or Greater

**Section 4: Additional Certifications: The following statements must be added to the DDD.** Approval of the DDD represents that these statements are true.

- (a) This A&AS effort will not circumvent personnel ceilings.
- (b) This A&AS effort will not replace displaced government personnel with A&AS contractors unless proven to be financially advantageous to the Federal Government.
- (c) This A&AS effort will not be performing inherently governmental functions as defined in OFPP Policy Letter 92-1 and FAR Section 7.501.

APPENDIX 5

AFI 65-503		Table A19-1						22 March 1996	
FY 1996									
MILITARY ANNUAL STANDARD COMPOSITE PAY									
BASED ON FY 1997 PRESIDENT'S BUDGET									
								TOTAL	
		RETIRED		INCENTIVE				ANNUAL	
GRADE		BASIC	PAY	SPECIAL	MISCEL-	AVG RATE			COMPOSITE
		PAY	ACCRUAL	BAQ/VHA	LANEOUS	W/O PCS	PCS	RATE	
<b>OFFICER</b>		<b>(32.9% BASIC)</b>							
O-10	108,200	35,598	1,150	3,696	25,108	173,752	3,221	176,973	
O-9	103,629	34,094	756	1,967	21,154	161,599	3,221	164,819	
O-8	93,890	30,890	3,514	1,330	16,422	146,046	3,221	149,267	
O-7	82,864	27,262	3,581	1,576	14,591	129,874	3,221	133,095	
O-6	69,268	22,789	8,543	6,960	15,835	123,395	3,221	126,616	
O-5	55,827	18,367	9,594	6,031	12,593	102,412	3,221	105,633	
O-4	45,761	15,055	8,380	7,562	10,439	87,198	3,221	90,418	
O-3	37,363	12,292	6,669	4,390	8,635	69,349	3,221	72,570	
O-2	28,986	9,536	4,007	574	6,247	49,350	3,221	52,571	
O-1	21,092	6,939	4,605	396	4,467	37,500	3,221	40,721	
AVERAGE	41,357	13,607	7,075	4,682	9,382	76,104	3,221	79,325	
<b>* THE RATE OF BASIC PAY FOR GENERALS IS LIMITED BY LEVEL V OF THE EXECUTIVE SCHEDULE WHICH IS \$108,200</b>									
CADETS	6,696				2,266	8,962	202	9,164	
<b>ENLISTED</b>									
E-9	38,100	12,535	6,601	196	8,131	65,563	1,776	67,340	
E-8	31,403	10,332	5,866	222	7,625	55,448	1,776	57,224	
E-7	26,582	8,745	5,101	228	7,032	47,689	1,776	49,466	
E-6	22,688	7,464	4,356	207	6,921	41,636	1,776	43,413	
E-5	18,986	6,246	3,375	173	6,326	35,106	1,776	36,882	
E-4	15,282	5,028	2,614	156	5,692	28,773	1,776	30,550	
E-3	12,506	4,115	1,626	122	4,863	23,232	1,776	25,008	
E-2	11,698	3,849	1,000	116	4,377	21,039	1,776	22,816	
E-1	9,675	3,183	598	105	3,936	17,496	1,776	19,273	
TOTAL AVERAGE	18,146	5,970	3,102	168	5,966	33,352	1,776	35,129	

**TABLE A19-1/2. MILITARY AIR FORCE-WIDE STANDARD COMPOSITE RATES BY GRADE.** Air Force activities should use rates in table A19-1/2 to compute the costs of military services as an element of operating expense. They should also use these rates for programming, budgeting, accounting, and recording reimbursements from other federal agencies.

a. The standard rates are composite and include the following pay elements: basic pay; retirement accrual (a percentage of basic pay); basic allowance for quarters (BAQ); variable housing allowance (VHA); incentive and special pays that include aircrew, hazardous duty, physicians, dentists, veterinarians, optometrists, proficiency, hostile fire, and duty at special locations. It also includes miscellaneous expense which is an average cost (computed separately for officers and enlisted personnel) of amounts included in the active air forces military personnel appropriations for subsistence (cash family separation allowance, separation payments, social security tax, death gratuities, reenlistment bonuses, proficiency pay, unemployment compensation, and apprehension of military deserters. Personnel money allowances at statutory rates are included in pay grades O-9 and O-10.

APPENDIX 5, Continued

Table 26-1. Civilian Standard Composite Pay Rates by Grade.  
(AS OF 1 APRIL 1996)

General Schedule	1995	1996	1997
GS-01	15,532	16,091	16,566
GS-02	18,543	19,210	19,777
GS-03	22,010	22,801	23,475
GS-04	25,424	26,338	27,116
GS-05	28,470	29,494	30,365
GS-06	31,746	32,886	33,858
GS-07	34,641	35,886	36,947
GS-08	38,951	40,350	41,543
GS-09	41,808	43,311	44,591
GS-10	47,084	48,776	50,217
GS-11	50,377	52,187	53,730
GS-12	61,206	63,405	65,279
GS/GM-13	80,794	83,697	86,171
GS/GM-14	106,849	110,688	113,960
GS/GM-15	138,495	143,472	147,712
ES-01	120,075	123,702	127,419
ES-02	125,891	129,694	133,591
ES-03	131,841	135,823	139,904
ES-04	138,687	142,877	147,169
ES-05	144,504	148,869	153,341
ES-06	149,545	154,062	158,691

**TABLE 26-1. CIVILIAN STANDARD COMPOSITE PAY RATES BY GRADE.** These factors are General Schedule grade averages of the civilian payroll costs that are financed by Air Force O&M Appropriation 3400, Air Force Reserve O&M Appropriation 3740, Air National Guard O&M Appropriation 3840, the Defense Business Operations Fund Appropriation 4930, and the Research, Development, Test, and Evaluation Appropriation 3600. We based the factors on the total Air Force costs for General Schedule civilian personnel. The factors have been adjusted for current and projected payraises, plus/minus workdays, increases in Federal Employee Retirement System (FERS) and current year health benefit pricing changes. Factors include:

- a. Basic Pay.
- b. Additional variable payments for overtime, holiday, night differentials, incentive awards and all other personnel compensation above basic rates paid directly to civilian employees.
- c. Government costs for civilian employee benefits, such as retirement, health benefits, life insurance, and quarters or uniform allowances when paid in cash.

## APPENDIX 6

### REPORTING A&AS AND DEVELOPING MANAGEMENT PLANS:

1. A&AS must be tracked by the three A&AS categories in a Management Plan (see attached format). The management plan will show actual dollar obligations and man-years for the previous fiscal year, as well as dollar and man-year projections for the current fiscal year and the next four budget years.
2. Management Plans will be developed at the lowest organizational level necessary and consolidated at the MAJCOM/FOA/DRU level and submitted to SAF/AQX on 1 July with an update due on 1 January of each year.
3. The Management Plan will include the following:
  - (a) A summary of planned actions and dollars by each A&AS Category.
  - (b) A revised plan with an explanation for any changes.
  - (c) For the previous and current fiscal years, a summary of actual actions executed, dollars obligated and man-year equivalents purchased.

APPENDIX 6, Continued

ADVISORY AND ASSISTANCE SERVICES (A&AS) RESOURCES  
 MANAGEMENT PLAN  
 DOLLARS AND CONTRACT MAN-YEAR EQUIVALENTS (CMEs/MAN-YEARS)

A&AS REPORTING CATEGORY	(Previous FY)		(Current FY)		(Current FY + 1)		(Current FY + 2)		(Current FY + 3)		(Current FY + 4)	
	DOLLARS	CME	DOLLARS	CME	DOLLARS	CME	DOLLARS	CME	DOLLARS	CME	DOLLARS	CME
MANAGEMENT/PROFESSIONAL SUPPORT SERVICES SUMMARY OF ACTIONS												
STUDIES, ANALYSES AND EVALUATIONS SUMMARY OF ACTIONS												
ENGINEERING AND TECHNICAL SERVICES SUMMARY OF ACTIONS												
TOTAL												
EXPLANATION OF DIFFERENCES												

AF A&AS Interim Policy, 19 Jul 96 (as amended 26 Aug 96)

b. PCS costs are included as a separate category. They represent a worldwide cost per work-year average. The factors are developed by dividing the total worldwide PCS costs for a given fiscal year by the total PCS costs for a given year by the total workyears for officers and enlisted personnel.

c. The rates do not provide for the portion of military personnel benefits financed by other appropriations, such as the cost of government-furnished quarters for personnel living in family housing or dormitories and not receiving BAQ payments; the cost of government subsistence provided to personnel not receiving basic allowance for subsistence (BAS) payments; the medical costs funded by the O&M appropriation; and the commissary and exchange benefits subsidized by appropriated funds.

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